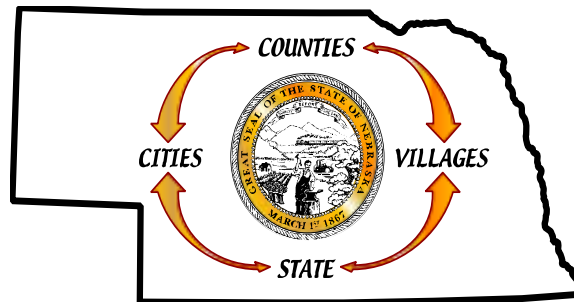


Hybrid Electronic Content Management (ECM) Solution

For

Filing of Reports & Plans

September 2013



Presentation Outline

Part 1. Overview: Problems, Solutions & Value Added

Part 2. Electronic Filing & Account Registration

- Multiple Registrations***
- NDOR Boards-Liaison Services Public Portal***
- Registration Steps & Creating an OCIO Account***
- Clerk Registration & Certification of Superintendent & Updating 'Their' Portal Registration Information (not OCIO portal)***
- Superintendent Registration***

Part 3. Filing Reports & Plans

- Superintendent Preparation Prior to Filing & Website Resources***
- Superintendent Portal (for filing of Reports & Plans) & Updating 'Their' Portal Registration Information (not OCIO portal)***
- Upload 2013 SSAR***
- Upload 2014 OneAndSix & Filing of One-Year Plan Revision by mail***

Part 4. Miscellaneous

- Updating Your OCIO Account Information***
- Frequently Asked Questions***

Part 1 - Overview

Problems

Problem 1 – 100% Paper Receiving and Filing

- 1. NBCS paper files are unusable and virtually irretrievable at NDOR**
- 2. These are complex documents**
 - a) They require various signatures by multiple officials**
- 3. Many submitters have electronic systems that generate paper reports**
 - a) They may continue to do so, but may have to tweak their system to conform to NBCS format**

Problems

Problem 2 – Poor Quality of Forms and Data in Forms

1. Many reporters are using incomplete or jumbled forms of their own making
2. Very difficult for Board staff to review and process;
Chaotic
3. Violates NBCS Rules & Regulations
4. Missing data; Incorrect data; Data in the wrong place, etc...

Problems

Problem 3 – Local Jurisdictions Not Following the Prescribed Filing Process

- 1. It is a violation of NBCS Rules & Regulations for anyone other than the appointed Superintendent to file the reports and plans**
- 2. NBCS and NDOR have no way of knowing who the appointed Superintendent is at that point in time; This also affects NDOR's annual certification for Incentive Funds**

Solutions

SYSTEM USER REGISTRATION AND IDENTIFICATION

- 1. Clerks and appointed Superintendents MAY register with the State of Nebraska's OCIO by going to NDOR's Boards-Liaison Services (Public Portal)**
 - a) They register as individual members of the public**
- 2. Within a few seconds of processing, the user is directed to a registration page within the NBCS portal. At this point, the user must individually register as the official Clerk or as a Highway/Street Superintendent**

Solutions

SYSTEM USER REGISTRATION AND IDENTIFICATION

3. NBCS Staff approves (or denies) the Clerk's or Superintendent's registration
4. At this point, the registration of the *Clerk* is complete and they have access to the Clerk's Portal. The *Superintendent*, however, is only registered as a Licensed Superintendent at this point (not as an Appointed Superintendent for a particular local jurisdiction)

Solutions

SYSTEM USER REGISTRATION AND IDENTIFICATION

5. To complete the registration of the *Superintendent*, the Clerk must certify the municipality's or county's Appointed Superintendent using the Clerk's Portal in a two-step process by:
 - a) Entering the Superintendent's information (Name, etc...)
 - b) Scanning and uploading *documentation* of the Superintendent's appointment
6. Certification of the Superintendent is for calendar year (2013) and must be repeated each calendar year thereafter -OR- whenever there is a change of Superintendent

Solutions

SYSTEM USER REGISTRATION AND IDENTIFICATION

7. NBCS Staff approves (or denies) the Clerk's certification of the Superintendent. This completes the registration of the jurisdiction's Appointed Superintendent
8. The Superintendent is now *eligible to file reports and plans* on behalf of their county or municipality

END OF REGISTRATION OVERVIEW

Solutions

FILING OF SSAR & OneAndSix

1. The Superintendent may go to the Superintendent's Portal to begin uploading the SSAR & OneAndSix in a two-step process by:
 - a) Entering key data in the fields provided
 - b) Scanning and uploading the actual report for review
 - Will have to output a "pdf" file (or other acceptable format) to upload to OnBase.
2. System will show that the reports and plans have been received and are in review

Reviewing Reports & Plans

1. At this point the report or plan has been received and is ready to be reviewed
2. Staff Review
 - a) Initial review by NE LTAP staff to verify the basic completion.
 - b) Detailed review to ensure compliance by NBCS Staff. *
3. Final Review by NBCS for acceptance or recommendation for change
 - a) Superintendent receives notice of acceptance or recommendation for change.
 - b) When all corrections/etc. have been accepted, the submission resides in OnBase.

***Details of *Staff Review* shown on next slide**

Reviewing Reports & Plans

4. Details of Staff Review

- a) Staff will conduct a thorough review of the submission.
- b) If something is missing, incomplete or incorrect, the submission is rejected.
- c) The system will then display the status as “*Rejected*” and the reason(s) why.
- d) The Superintendent learns the status by periodically checking his/her account on the site.
- e) The Superintendent then corrects the problem(s) by fixing the form(s) and re-uploading.
- f) Only *the incomplete/incorrect/unsigned/etc. form(s)* need be re-uploaded.
- g) The re-submitted forms go through Staff Review, and so on.

Value Added

- **Capture and report key information**
- **Track status of each jurisdiction's submission**
- **Validate report and plan submissions through certified individuals**

1. NBCS/NDOR receives:

- a) **Key data fields electronically (Data can be queried, sorted or extracted by NDOR only)**
- b) **Electronic versions of the paper forms (The program automatically files the form making retrieval easier and faster)**

2. Imposes “gate-keeping” and quality control

- a) **Submission of a complete report or plan is not accomplished until all component documents have been uploaded and data verified.**

End of Part 1 - Overview of Problems & Solutions

Questions ?

Part 2

Electronic Filing & Account Registration

Electronic filing of the SSAR & OneAndSix will start with this year's filing of the SSAR.

- To accomplish this task the appointed County Highway Superintendent/City Street Superintendent must register on the Nebraska Enterprise Content Management (ECM) Portal.
- The Superintendent will also have to advise their County Clerk and/or Municipal Clerk that they also have to register. *(the Clerk will have to certify who the appointed Superintendent is before the Superintendent can file the SSAR for the 2013/2014 Fiscal Year and OneAndSix for the 2014 Calendar Year)*

Note: Revisions, Relaxations, Interlocal Agreements and the Annual Certification of Highway/Street Superintendent still need to be sent by mail.

Multiple Registrations - you may want to -OR- may have to register multiple times.

Examples:

- You are the Clerk and also the appointed City Street Superintendent. You will have to register twice; first as the Clerk and second as the Superintendent.
- Your entity does not have an appointed County Highway/City Street Superintendent so the Clerk will register as the Clerk and also as the Superintendent; or
- You may want to register under different email address, example you are the Superintendent for two or more entities and you use a separate email address for each.

NDOR Boards-Liaison Services Portal

To file Reports and Plans you will USE the Nebraska Department of Roads: Boards-Liaison Services Public Portal



The image shows the header of the Nebraska Enterprise Content Management Portal. On the left is the Great Seal of the State of Nebraska, featuring a landscape with a river, a plow, and a sheaf of wheat, with the text "GREAT SEAL OF THE STATE OF NEBRASKA" and "MARCH 1st 1867". To the right of the seal, the text "NEBRASKA ENTERPRISE CONTENT MANAGEMENT PORTAL" is displayed in large, white, serif capital letters. Below this, a dark blue banner contains the text "Department of Roads: Boards-Liaison Services" in white, which is circled in red. The main content area is white and contains two columns. The left column is titled "LOGIN" in gold, serif capital letters. It includes a "User Name" label above a text input field, a "Password" label above another text input field, and a "Login" button. Below the login fields are two links: "Reset Password (Non-State Employees)" and "Update User Account Information (Non-State Employees)". The right column is titled "NEW USERS" in gold, serif capital letters. It contains a paragraph of text: "If you are a first time user and have not yet registered for an account, click the link below and follow the instructions" followed by a link "Register Here (Non-State Employees)". At the bottom of the page, a disclaimer in small, black, sans-serif capital letters reads: "THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION....."

**NEBRASKA ENTERPRISE
CONTENT MANAGEMENT PORTAL**

Department of Roads: Boards-Liaison Services

LOGIN

User Name

Password

Login

[Reset Password](#) (Non-State Employees)

[Update User Account Information](#) (Non-State Employees)

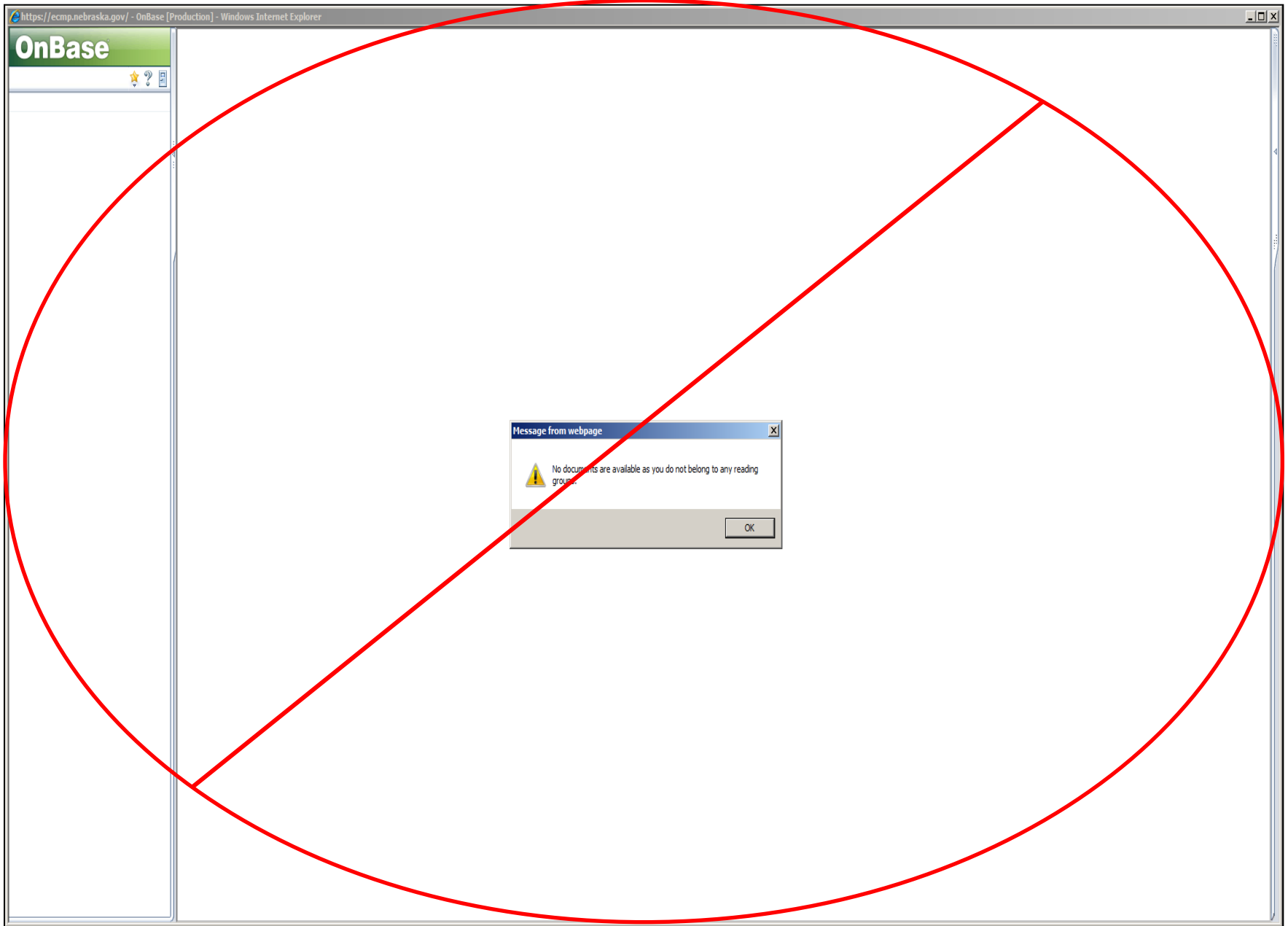
NEW USERS

If you are a first time user and have not yet registered for an account, click the link below and follow the instructions
[Register Here](#) (Non-State Employees)

THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION.....

You will NOT USE the OCIO Public Portal to file Reports and Plans . This portal is used by Consultants, RC's and NDOR for federal aid project progress reporting and some of you may already have registered there. That's okay and you will not have to register again unless you will be using Multiple Registrations.





To use the Boards-Liaison Services Portal, you must have internet access, using one of the following internet browsers.

- Microsoft Internet Explorer, version 7.0 or greater
- Mozilla Firefox, version 3.6 or greater

Notes:

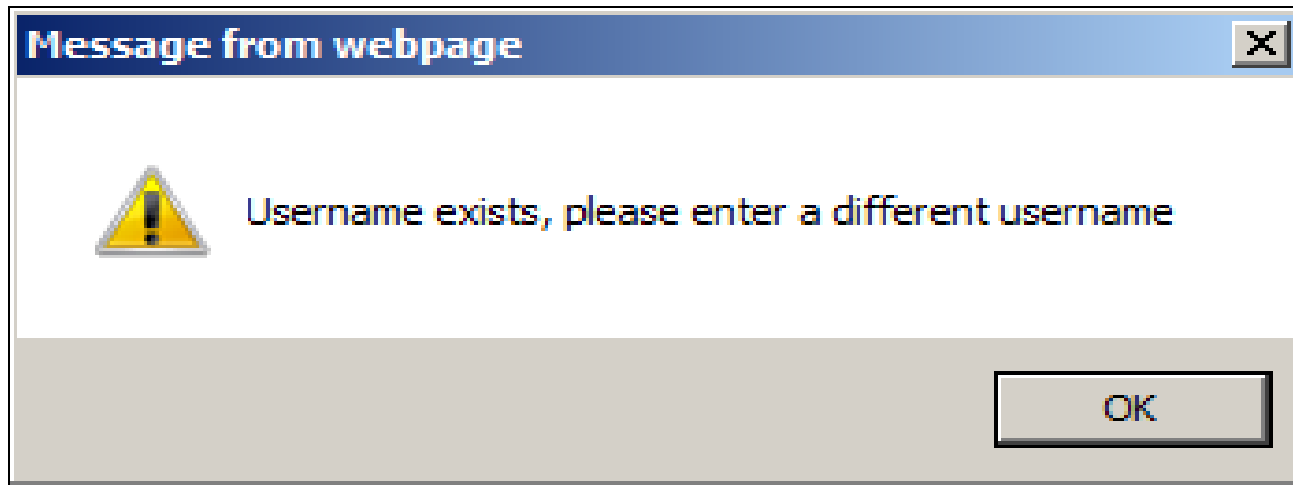
- *Apple Safari and Google Chrome browsers are not currently supported.*
- Popup blocker must be turned off!!!!

Begin

**Registration Steps & Creating an
OCIO Account**

- 1) Superintendents and Clerks must register with the State of Nebraska's OCIO. That can be done by registering on the Boards-Liaison Services Public Portal

Note: A username cannot be changed or used more than once, so if your name is *John Smith*, but someone is already using *john.smith* as their username, you cannot use *john.smith* as your username.



From your internet browser, (Internet Explorer or Mozilla Firefox), go to:

<https://ecmp.nebraska.gov/NDOR-BLS/>

If you have not yet registered online using the OCIO Portal or the Boards-Liaison Services Portal, click the '**Register Here**' link under NEW USERS. That will redirect you to the OCIO Registration Page.

Please bookmark this link for future reference and record your Username and Password for future use.

OCIO New Account Registration Page accessed through the Boards – Liaison Services Portal

NEBRASKA ENTERPRISE SELF REGISTRATION

NEW ACCOUNT REGISTRATION

*** Required**

User Information [Field Requirements](#)

First Name *

Last Name *

Email Address *

Confirm Email *

Login Information

Username *

Password *

Confirm Password * [Password Rules](#)

Password reminder questions

Question One *

Your Answer *

Question Two *

Your Answer *

Question Three *

Your Answer *

Account Management

Password Reset

Field Requirements

Nebraska.gov

- 2) By registering it adds you to the OCIO public Active Directory security group. **This allows you to access the Clerk's/Superintendent's Registration Page.** This function is controlled by the OCIO. A message will appear stating that your account has been created, and you are being redirected to the sign in page. If you do not see the sign in page within 10 seconds, click the [here](#) link.




This is a one-time step unless you will be using more than one Username or email address. If you need to register as both Clerk & Superintendent, when you first register on the PORTAL you can register more than once using a different Username with the same Password and email address.

Example: xxxx.xxxx.clerk & xxxx.xxxx.supt -OR- you can register more than once using a different Username and a different email address (remember you are limited to only 19 characters and username's cannot be changed or used more than once).

If you already have an account set up under the same email address you will receive an email that multiple accounts exist. This function is controlled by the OCIO.

Email Address Information

 The email address you have entered is already registered with at least one other account, would you like to have the other usernames associated with this address sent to your email account?

On Jul 9, 2013 6:41 PM, <noreply@nebraska.gov> wrote:
LeMoyne Schulz,

Here are the usernames associated with this email address that you requested when you created your account on the State of Nebraska Enterprise Registration Portal:

lemoyne.schulz.d
lschulz.clerk
lschulz.supt

Thank you.

- 3) After you are registered and you access the Boards-Liaison Services Portal, it will take you automatically to the Clerks/Superintendents registration page. You can then register as a Superintendent or a Clerk. **This is a one-time step unless you will be registering more than once using a separate Username or a separate email account.**



NEBRASKA ENTERPRISE CONTENT MANAGEMENT PORTAL

Department of Roads: Boards-Liaison Services

Welcome, LeMoyné Schulz. [\[LOGOUT \]](#)

REGISTRATION

Registration Page

County/City/Village Clerk

If you are a County/Municipal Clerk please register to use this Webpage by clicking the 'Register' link below. Once approved, by the Nebraska Department of Roads (NDOR) you will be able to submit the Certification of Appointment document for your County Highway/City Street Superintendent.


[Register](#)

County Highway/City Street Superintendents

If you are the appointed County Highway/City Street Superintendent for a County or Municipality please register to use this webpage by clicking the 'Register' link below. Once approved, a Certification of Appointment of County Highway/City Street Superintendent has been submitted by the appropriate Clerk, you will then be able to submit that entities One and Six Year Plan, and the Standardized System of Annual Reports (SSAR) as well as view your Certification of Appointment.

[Register](#)

- 4) After you submit your registration information, it has to be approved by the NBCS Staff. You will receive a message stating your application is awaiting approval, it will take some time, maybe several days, so logout!

 **MENU**

► Home

► Search Certifications
Submit Certification of appointed City Street/County Highway Superintendent

► Submit Certification
Search submitted Certifications of appointed City Street/County Highway

► Update Account
View/Update your Contact Information

Account Registration Submitted

Your account is pending authorization from the NDOR.
A confirmation email will be sent once your account has been authorized

- 5) The Boards Staff will approve or deny the registration. If the registration is approved or denied, Onbase will send an email notification.

Your NDOR NBCS Webpage Account has been denied

dor.blshehelp@nebraska.gov

Sent: Tue 8/13/2013 5:31 PM

To: Schulz, LeMoyne

LS,

Your NDOR NBCS Clerks Profile - LS has been denied for the following reason(s):

YOU NAME AND MAILING ADDRESS ARE NOT CORRECT

If you believe an error has been made please contact DOR.BLSHELP@nebraska.gov.

Thank you,

LeMoyne Schulz, NDOR

From: <dor.bls-help@nebraska.gov>

Date: Aug 5, 2013 11:36 AM

Subject: Your NDOR NBCS Webpage Account has been approved

To: <LEMOYNE.SCHULZ@gmail.com>

Cc:

LEMOYNE SCHULZ,

Your NDOR NBCS Clerks Profile - LEMOYNE SCHULZ has been approved, you may now logon and submit the appropriate documents for your position. Please go to <https://ecmp.nebraska.gov/NDOR-BLS/> to perform your duties. If you have any issues, comments, or concerns please email DOR.BLSHELP@nebraska.gov.

Thank you,

LeMoyne Schulz, NDOR

- 6) After you receive an email notification of approval, access the Boards-Liaison Services Portal and it will take you automatically to the Clerk's or the Superintendent's Portal. At this point when the Superintendent logs in to Superintendent's Portal they can update their account information but they cannot file Reports and Plans. Superintendents will not be able to file Reports and Plans until they are certified by the clerk and accepted in step 7. By approving the registration, OnBase links the Clerk or Superintendent to the OCIO Public user that was set up in step 1.**
- 7) After the Clerk Accesses the Clerk's Portal they will certify the Appointed Highway/Street Superintendent and can update Certifications and Update their Account Information. After the Clerk submits their Certification of Superintendent it has to be approved. The NBCS Staff will approve or deny the certification.**
- 8) After the Clerks Certification of the Highway/Street Superintendent is approved the appointed Superintendent can login to the Superintendent's Portal and file Reports and Plans.**

End of Registration Steps & Creating an OCIO Account

Begin

Clerk Registration & Certification of
Superintendent & Updating 'Their'
Portal Account Information

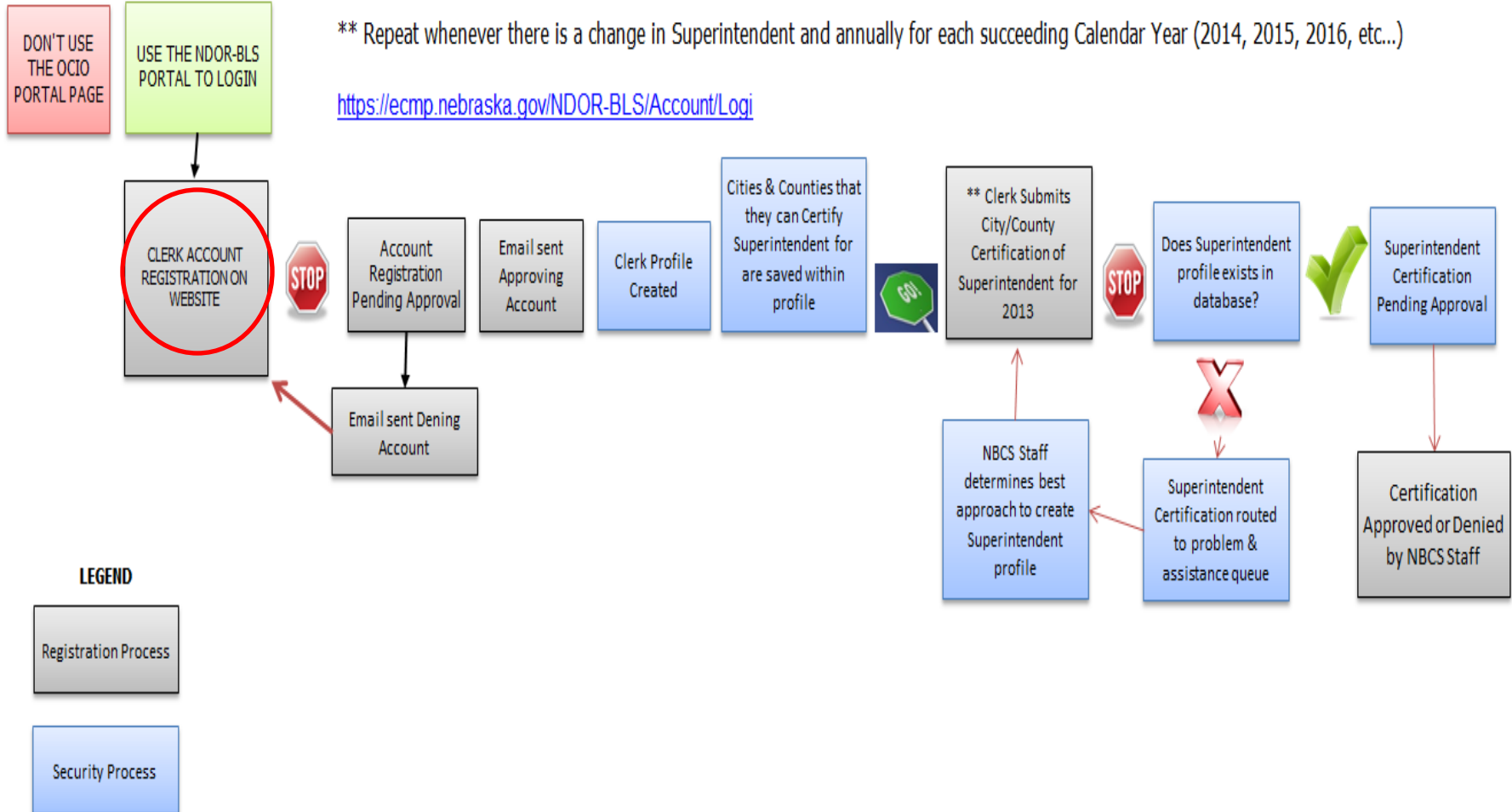
Clerk Registration & Certification of Appointed County Highway/City Street Superintendent Process

* Begin Clerk Process

* Repeat the process whenever there is a change in Clerk

** Repeat whenever there is a change in Superintendent and annually for each succeeding Calendar Year (2014, 2015, 2016, etc...)

<https://ecmp.nebraska.gov/NDOR-BLS/Account/Logi>





NEBRASKA ENTERPRISE CONTENT MANAGEMENT PORTAL

Department of Roads: Boards-Liaison Services

Welcome, LeMoyne Schulz. [[LOGOUT](#)]

REGISTRATION

Registration Page

County/City/Village Clerk

If you are a County/Municipal Clerk please register to use this Webpage by clicking the 'Register' link below. Once approved, by the Nebraska Department of Roads (NDOR) you will be able to submit the Certification of Appointment document for your County Highway/City Street Superintendent.

[Register](#)

County Highway/City Street Superintendents

If you are the appointed County Highway/City Street Superintendent for a County or Municipality please register to use this webpage by clicking the 'Register' link below. Once approved, a Certification of Appointment of County Highway/City Street Superintendent has been submitted by the appropriate Clerk, you will then be able to submit that entities One and Six Year Plan and the Standardized System of Annual Reports (SSAR) as well as view your Certification of Appointment.

[Register](#)

CLERK REGISTRATION

Please fill out your current contact information; you will be able to update this information once you have been approved by NDOR as a County/Municipal Clerk.

Please select the Municipalities and/or Counties that you are a Clerk for. If you are submitting for a particular Municipality and you are not the Clerk for the related County you do not need to select the County. To select multiple Municipalities or Counties please use your Control (Ctrl) button.

When finished select 'Submit Registration', an email will be sent to you once your registration has been approved or denied.

Account Information

* First Name
Middle Initial
* Last Name
Suffix (ex. jr, Sr, III)

Contact Information

* Address 1
Address 2
* City
* State
* Zip
* Phone #
Phone # (Secondary)
Fax #
* Primary Email
Secondary Email

Municipality/County Access:

Municipalities

DAWSON
DAYKIN
DECATUR
DENTON
DESHLER
DEWEESE
DEWITT
DICKENS
DILLER
DIX

Counties

ADAMS
ANTELOPE
ARTHUR
BANNER
BLAINE
BOONE
BOX BUTTE
BOYD
BROWN
BUFFALO

Multiple items can be selected with Ctrl + Click.

Register for the following municipality and county access?

Municipalities

Counties

DICKENS


Yes

No

Submit

An email will be sent to you once your registration has been approved or denied it will take some time, maybe several days, so logout!

End of Clerk Registration

 **MENU**

► **Home**

► **Search Certifications**
Submit Certification of appointed City
Street/County Highway Superintendent

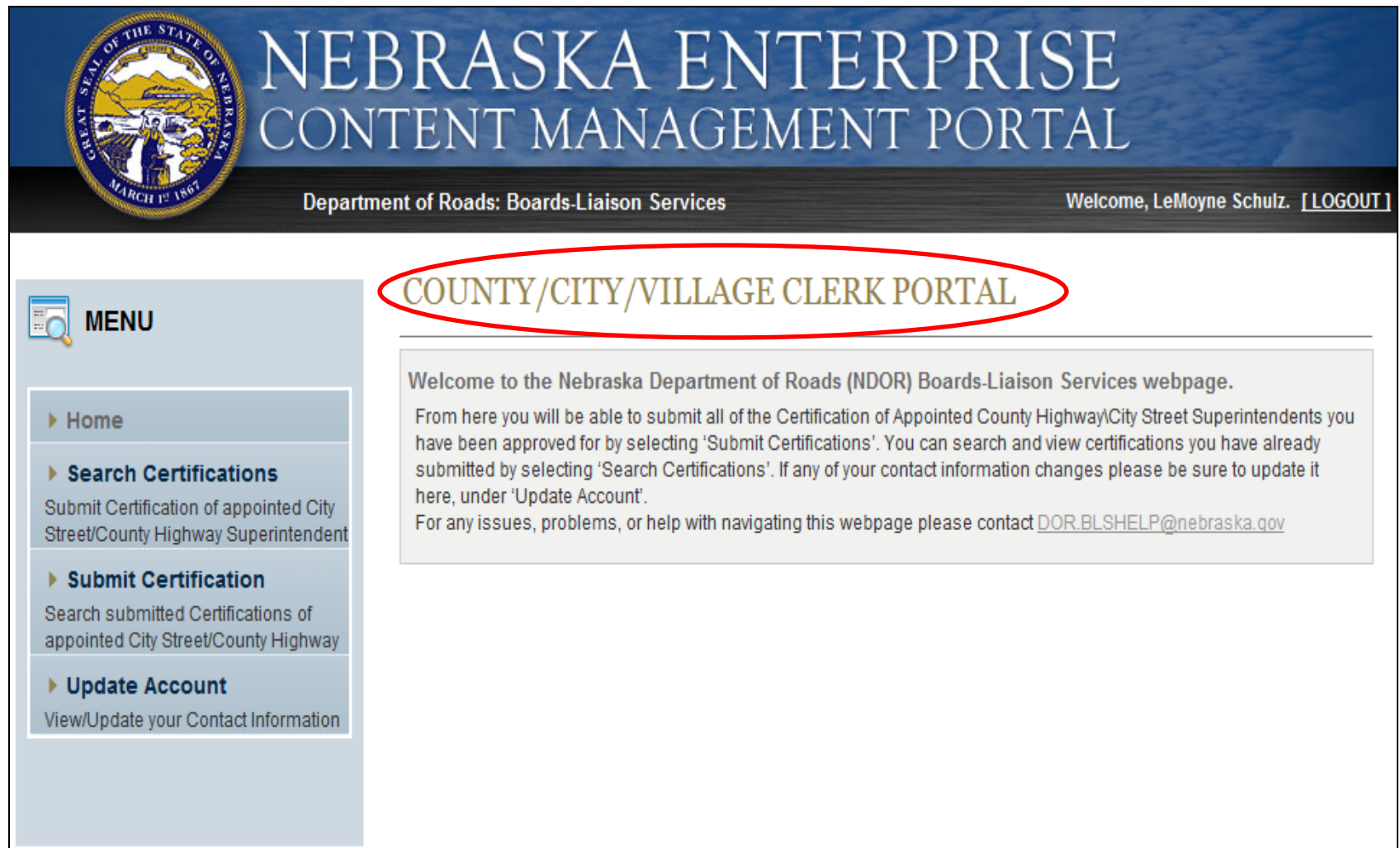
► **Submit Certification**
Search submitted Certifications of
appointed City Street/County Highway

► **Update Account**
View/Update your Contact Information

Account Registration Submitted

Your account is pending authorization from the NDOR.
A confirmation email will be sent once your account has been authorized

Once you are approved as a Clerk, re-login to the Boards-Liaison Services Portal, enter your User Name and Password and click the 'Login' button, this will automatically redirect you to the 'County/City/Village Clerk Portal'



The screenshot shows the Nebraska Enterprise Content Management Portal. At the top left is the Great Seal of the State of Nebraska, featuring a landscape with a river, a plow, and a sheaf of wheat, with the text "GREAT SEAL OF THE STATE OF NEBRASKA" and "MARCH 1st 1867". To the right of the seal, the text "NEBRASKA ENTERPRISE CONTENT MANAGEMENT PORTAL" is displayed in large, white, serif capital letters. Below this, a dark blue banner contains the text "Department of Roads: Boards-Liaison Services" on the left and "Welcome, LeMoyne Schulz. [LOGOUT]" on the right. The main content area has a light blue background. On the left, there is a "MENU" section with a magnifying glass icon. The menu items are: "Home", "Search Certifications" (with a sub-link "Submit Certification of appointed City Street/County Highway Superintendent"), "Submit Certification" (with a sub-link "Search submitted Certifications of appointed City Street/County Highway"), and "Update Account" (with a sub-link "View/Update your Contact Information"). In the center, the text "COUNTY/CITY/VILLAGE CLERK PORTAL" is circled in red. To the right of the menu, there is a white box with a light blue border containing a welcome message: "Welcome to the Nebraska Department of Roads (NDOR) Boards-Liaison Services webpage. From here you will be able to submit all of the Certification of Appointed County Highway/City Street Superintendents you have been approved for by selecting 'Submit Certifications'. You can search and view certifications you have already submitted by selecting 'Search Certifications'. If any of your contact information changes please be sure to update it here, under 'Update Account'. For any issues, problems, or help with navigating this webpage please contact DOR.BLSHELP@nebraska.gov".

**NEBRASKA ENTERPRISE
CONTENT MANAGEMENT PORTAL**

Department of Roads: Boards-Liaison Services

Welcome, LeMoyne Schulz. [LOGOUT]

MENU

- ▶ Home
- ▶ **Search Certifications**
Submit Certification of appointed City Street/County Highway Superintendent
- ▶ **Submit Certification**
Search submitted Certifications of appointed City Street/County Highway
- ▶ **Update Account**
View/Update your Contact Information

COUNTY/CITY/VILLAGE CLERK PORTAL

Welcome to the Nebraska Department of Roads (NDOR) Boards-Liaison Services webpage.

From here you will be able to submit all of the Certification of Appointed County Highway/City Street Superintendents you have been approved for by selecting 'Submit Certifications'. You can search and view certifications you have already submitted by selecting 'Search Certifications'. If any of your contact information changes please be sure to update it here, under 'Update Account'.

For any issues, problems, or help with navigating this webpage please contact DOR.BLSHELP@nebraska.gov

Notes:

- ***'Update Account' will update your information on the Boards-Liaison Services County/City/Village Clerk Portal but it will not update your account information on the State of Nebraska OCIO Portal (that is a separate account).***
- ***When a clerk updates their account they cannot add or delete municipalities or counties that they registered for as a clerk (NBCS Staff will make those changes when needed).***
- ***All questions, issues or problems should be sent to:***
DOR.BLSHelp@nebraska.gov
- ***Do not call the OCIO helpdesk***



Clerk Certification of appointed Highway / Street Superintendent - The Clerk will have to certify the appointed Superintendent for the '[2013 Calendar Year or 2013/2014 Fiscal Year](#)' Reporting Period to enable the Superintendent to submit the 2013 SSAR and '[2014 Calendar Year or 2014/2015 Fiscal Year](#)' Reporting Period to submit the 2014 OneAndSix. This needs to be updated each time there is a change of Superintendent and also at the beginning of each calendar year.

COUNTY HIGHWAY/ CITY STREET

New Superintendent Certifications

☒ Municipal Certification ☐ County Certification

City:

License Number:

License Class:

Reporting Period:

~~Reporting Period Months:~~

* Name of Superintendent:

* Appointment:

Beginning Date of Employment:

* Months on Job:

End Date of Employment:

* File:

File must be less than 30 mb and be one of the following formats: pdf, jpg, jpeg, tif, tiff

Fields required

'Appointment'

Important (Clerk)

- 1) Be sure to spell the Superintendent's name as it appears on their License Card.**
- 2) If your Superintendent is not licensed that person will need to contact NBCS Staff (LeMoyne or Barb) to be assigned a temporary license number.**
- 3) The temporary license will be Class B with a six digit number to clearly distinguish it from actual license numbers.**



If the Clerk's certification of Highway/Street Superintendent is approved by the NBCS staff, the certification will appear on this screen. If denied the screen will show "No Results Found"

End of Clerk Certification of Superintendent

COUNTY HIGHWAY/ CITY STREET

Search Superintendent Certifications

☒ Municipal Certification ☐ County Certification

City

License Class

License Number

Reporting Period

Appointment

Name of Superintendent

Search

Search Results

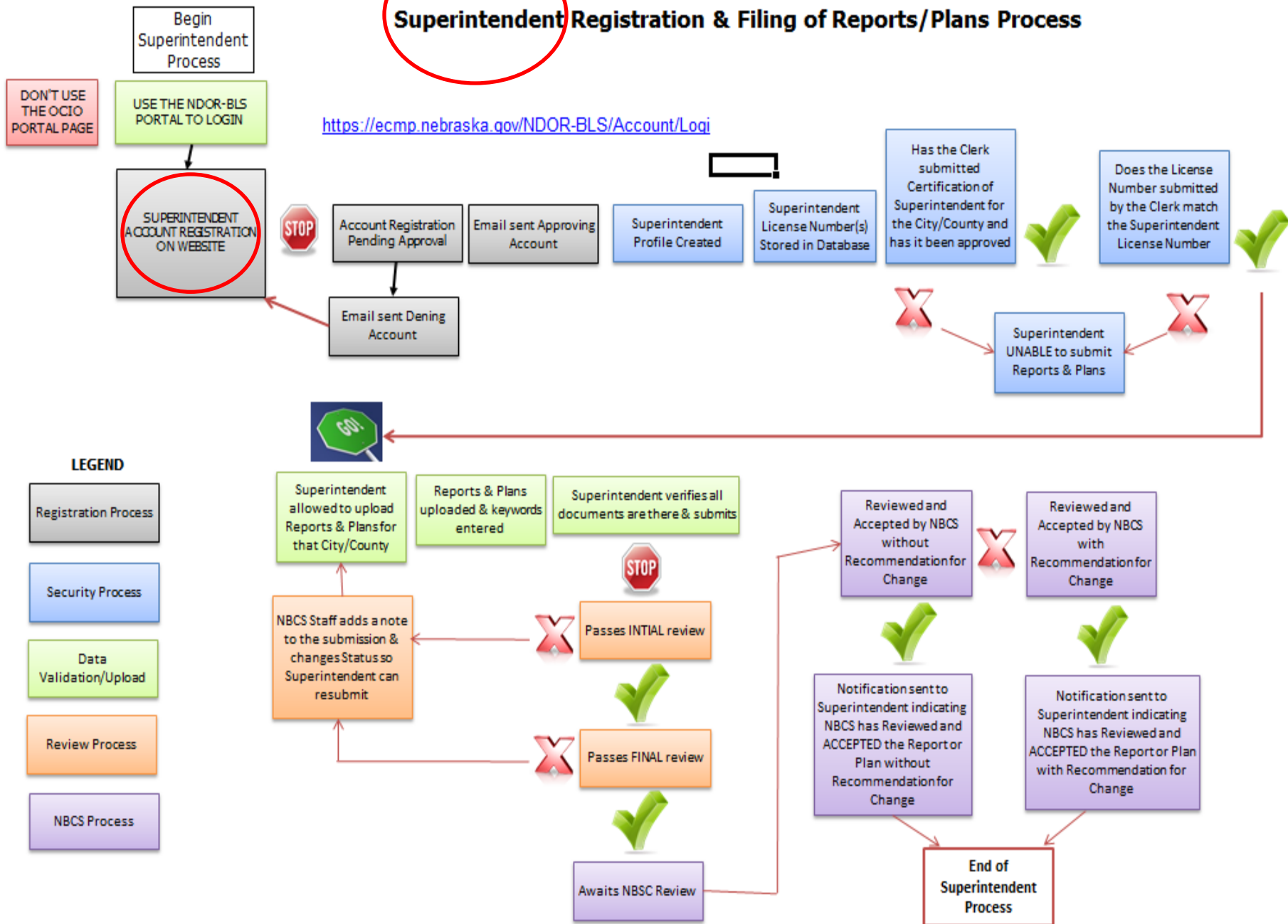
Municipality/County	Year	Certified By	Appointment
Dickens	2013	LEMOYNE D SCHULZ	EMPLOYEE

This is the end of the Clerk's
Registration & Certification
of Superintendent
Procedures

Questions ?

Begin Superintendent Registration

Superintendent Registration & Filing of Reports/Plans Process





NEBRASKA ENTERPRISE CONTENT MANAGEMENT PORTAL

Department of Roads: Boards-Liaison Services

Welcome, LeMoyne Schulz. [[LOGOUT](#)]

REGISTRATION

Registration Page

County/City/Village Clerk

If you are a County/Municipal Clerk please register to use this Webpage by clicking the 'Register' link below. Once approved, by the Nebraska Department of Roads (NDOR) you will be able to submit the Certification of Appointment document for your County Highway/City Street Superintendent.

[Register](#)

County Highway/City Street Superintendents

If you are the appointed County Highway/City Street Superintendent for a County or Municipality please register to use this webpage by clicking the 'Register' link below. Once approved, a Certification of Appointment of County Highway/City Street Superintendent has been submitted by the appropriate Clerk, you will then be able to submit that entities One and Six Year Plan, and the Standardized System of Annual Reports (SSAR) as well as view your Certification of Appointment.

[Register](#)

SUPERINTENDENT REGISTRATION

For Filing of Reports and Plans

Please fill out your current contact information; you will be able to update this information once a Certification of Appointment has been submitted for you by the County/Municipal Clerk. Please be sure to spell your name as it appears on your License Card and put the City and/or County License Number as it will be used to verify you can submit for a specific County or Municipal.

When finished click the 'Submit' button, an email will be sent to you once your registration has been approved or denied.

Account Information

* First Name
Middle Initial
* Last Name
Suffix (ex. jr, Sr, III)

Business Information

Business Name
* Address 1
Address 2
* City
* State
* Zip
* Phone # (###-###-####)
Phone # (Secondary) (###-###-####)
Fax # (###-###-####)
* Primary Email
Secondary Email

Submit Registration?

Yes

No

Municipality/County Licenses:

City License Number
County License Number

City License Class

A

County License Class

A

Submit

Required Fields

Important (Supt)

- 1) Be sure to spell your name as it appears on your License Card.**
- 2) If you are not licensed, contact NBCS Staff (LeMoyne & Barb) to be assigned a temporary license number.**
- 3) The temporary license will be Class B with a six digit number to clearly distinguish it from actual license numbers.**

Once approved by NBCS Staff and certified by the Clerk the Superintendent can login and submit reports and plans.

End of Superintendent Registration



NEBRASKA ENTERPRISE CONTENT MANAGEMENT PORTAL

Department of Roads: Boards-Liaison Services

Welcome, LeMoyné Schulz. [[LOGOUT](#)]

 **MENU**

- ▶ **Home**
- ▶ **Reports & Plans**
Submit your One and Six Year Plan and SSAR
- ▶ **My Certifications**
View the Certification of your County Highway/City Street Superintendent appointment
- ▶ **Update Account**
View/Update your Contact Information

Account Registration Submitted

Your account is pending authorization from the NDOR.
A confirmation email will be sent once your account has been authorized

End of Part 2 - Clerk's and Superintendent's Registration and Certification Procedures

Questions ?

Part 3

Filing Reports and Plans

- **Superintendent's Preparation prior to uploading SSAR & OneAndSix**
- **NDOR Boards Liaison Services Section website resources**

-AND-

Where to get additional information for preparing your forms

Superintendents - Preparation Prior to Uploading the SSAR & OneAndSix (Partial List)

SSAR

- Instruction Manual for Standardized System of Annual Reporting (blue)
- Copy of last years SSAR
- NBCS SSAR Forms
- Verify Highway Allocation Funds
- Verify Motor Vehicle Fees
- Verify Highway Incentive Payment
- Verify Local Option Sales Tax
- Verify Local Option Sales Tax on Motor Vehicles
- Review *Auditors of Public Accounts County Accounting Manual*

OneAndSix

- Instruction Manual for OneAnd Six Year Plans (green)
- Functional Classification & Minimum Standards Manual (green)
- Copy of last years OneAndSix
- Copy of any NBCS Form 10's from last year
- NBCS OneAndSix Forms
- Nebraska State Functional Classification Map
- Current & Projected ADT

Once you have prepared the forms, make a list of the information needed to answer the portal page questions required to upload each form.

To Download the NBCS Forms, Map, Manuals, etc., go to the NDOR Boards-Liaison Services Website:

<http://www.transportation.nebraska.gov/gov-aff/gov-aff-main.html>

Under Related Assistance/Links:

- Download the Required Nebraska State Functional Classification Map**
- View the Projected and Actual Highway User Revenue Distribution, Motor Vehicle Fee Payments and Incentive Fund Payment**

Under Downloadable Files & Forms:

- Download the NBCS Forms for the SSAR and OneAndSix**

Under Manuals & Guides:

- View the Instruction Manuals for the SSAR and OneAndSix & the Functional Classification & Minimum Standards Manual**

Other Website Resources

<http://www.treasurer.org/>

To **verify** the actual amount of **Highway Allocation Funds; Motor Vehicle Fees, and Road Incentive Funds** received.

Instructions for Nebraska State Treasurer's office website:

1) Once on page, click 'Treasury Management' (top, blue title bar)

2) On Treasury Management page (left side bar) click either:

'Aid to Cities' or 'Aid to Counties'

-AND-

Type in search parameters

Other Website Resources

<http://www.revenue.ne.gov/>

To see if a county or municipality is **subject to a Local Option Sales Tax.**

Instructions for Nebraska Department of Revenue website:

- 1) On *Revenue* home page, left-hand side, click 'Sales Tax Rate Finder'
- 2) On *Nebraska Sales Tax Rate Finder* page, on top horizontal title, 3rd down, click 'Other Sales & Use Tax Information'
- 3) On *Nebraska Sales and Use Tax* page, scroll half-way down to box on left hand side, 'Current Local Sales & Use Tax Rates Effective July 1, 2013.' The communities that are subject to a Local Sales Tax are listed in alphabetical order
 - The NBCS Local Sales Tax Addendum must be filed whether or not the community is subject to a Local Option Sales Tax.
 - If your community is subject to a Local Option Sales Tax, complete Box 1, 2A and 2B (if 2B is applicable) on the addendum.
 - If your community is not subject to a Local Option Sales Tax, on the Addendum, check off Box 'C' *This jurisdiction does not have a local option sales tax.*

Other Website Resources

http://www.revenue.ne.gov/research/county_official_data.html

To verify **Local Sales Tax amount received from the sale of motor vehicles** by a county or municipality.

Instructions for Nebraska Department of Revenue website:

- 1) On *Revenue* home page, top, Search words: 'Sales Tax on Motor Vehicles'
- 2) On *Search Results*: on left-hand top scroll down to, 'Research Reports'
- 3) On *Research and Statistical Report* page, on right-hand side, scroll half-way down to, 'Sales and Use Tax Revenues and Lodging Tax Revenues'
- 4) On the 'Sales/Use Tax and Lodging Tax Data Files' page choose 2nd option, 'Local Sales and Use Tax Remitted to Cities (historical)'
 - This is a large, Excel spreadsheet & will need to load.
 - Scroll down to the name of community and months/year desired.

Other Website Resources

http://www.auditors.state.ne.us/County_Information/County_Manual.html


To view the State Auditors '*Nebraska Accounting Code Manual for Counties*'

End of Superintendents Preparation

Questions ?

Begin Filing of the SSAR & OneAndSix


Superintendents Portal (for filing of Reports & Plans)



NEBRASKA ENTERPRISE CONTENT MANAGEMENT PORTAL

Department of Roads: Boards-Liaison Services

Welcome, LeMoyne Schulz. [\[LOGOUT\]](#)



MENU


- ▶ Home
- ▶ Reports & Plans
Submit your One and Six Year Plan and SSAR
- ▶ My Certifications
View the Certification of your County Highway/City Street Superintendent appointment
- ▶ Update Account
View/Update your Contact Information

COUNTY HIGHWAY/CITY STREET SUPERINTENDENT PORTAL

Welcome to the Nebraska Department of Roads (NDOR) Boards - Liaison Services webpage.

From here you will be able to upload your One and Six Year Plan as well as your SSAR, by selecting 'Reporting'. You will be able to review your certification(s) of appointment that your Municipal/County Clerk has submitted for you by selecting 'Certifications'. If any of your contact information changes please be sure to update it here, under 'Update Account'. For any issues, problems, or help with navigating this webpage please contact DOR.BLSHELP@nebraska.gov

NOTE: When a Superintendent updates their account – they can not change their License Number or License Class

 **MENU**

► Home

► Reports & Plans
Submit your One and Six Year Plan and SSAR

► My Certifications
View the Certification of your County Highway/City Street Superintendent appointment

► Update Account
View/Update your Contact Information

UPDATE ACCOUNT INFORMATION

Please update with your current information and hit 'Save Changes'. This information will be used to contact you for any reason regarding your Certification or Report Submission.

Account Information

* First Name

Middle Initial

* Last Name

Suffix (ex. jr, Sr, III)

Business Information

Business Name

* Address 1

Address 2

* City

* State

* Zip

* Phone # (### ### ####)

Phone # (Secondary) (### ### ####)

Fax # (### ### ####)

* Primary Email

Secondary Email

Municipality/County Licenses:

City License Number	9998	City License Class	A
County License Number	9999	County License Class	A

Submit

NBCS Staff will make these changes if needed

Upload SSAR

Important Reminder

Uploaded forms and documents need to be less than 30mb in size and must be in pdf, jpg, jpeg, tif or tiff files.

To begin the **Filing** of the **SSAR for 2013/2014**, go to 'MY CERTIFICATIONS' to verify that you have been certified by the clerk.

MY CERTIFICATIONS

View all County Highway/City Street Superintendent Certifications of Appointment that have been submitted by the appropriate County/Municipal Clerk by selecting the Appointment of that Certification. If a Certification has not been submitted and you believe it should have been please contact your County/Municipal Clerk.

Municipal Certifications

Year	Municipality	Appointment
2013	CLINTON	CONTRACT/CONSULTANT
2013	CHADRON	CONTRACT/CONSULTANT
2013	CENTRAL CITY	CONTRACT/CONSULTANT

County Certifications

Year	County	Appointment
2013	MERRICK	CONTRACT/CONSULTANT
2013	KEYA PAHA	CONTRACT/CONSULTANT
2013	DUNDY	CONTRACT/CONSULTANT
2013	DEUEL	CONTRACT/CONSULTANT
2013	MERRICK	CONTRACT/CONSULTANT

Then go to 'REPORTS & PLANS' and select the Reporting Period and the Entity (*Municipality or County*). Make sure you select the correct reporting period. For the SSAR you will be using the 2013/2014 Fiscal Year (*FY2013 for Actual Expenditures & Revenues, FY2014 for projected Expenditures & Revenues, and the FY2014 projected revenues for the Local Sales Tax Certification*).

REPORTS & PLANS

To view, delete, upload, or check status of your submissions please choose either 'Municipality' or 'County' and the Reporting Period you would like to search on. For more detail on the report please select the status of that submission.

* Reporting Period

2013 Calendar Year or 2013/2014 Fiscal Year

Entity

☒ Municipality

☐ County

Search

Report Type	County	Municipality	Status
SSARS	MERRICK	CENTRAL CITY	IN REVIEW
SSARS	DAWES	CHADRON	WAITING FOR ATTACHMENTS
SSARS	SHERIDAN	CLINTON	IN REVIEW
OneAndSix	MERRICK	CENTRAL CITY	WAITING FOR ATTACHMENTS
OneAndSix	DAWES	CHADRON	WAITING FOR ATTACHMENTS
OneAndSix	SHERIDAN	CLINTON	WAITING FOR ATTACHMENTS

Begin uploading of SSAR for 2013/2014 - Status **'WAITING FOR ATTACHMENTS'**

Note: The following Township Counties will have to include Township Expenditures, Revenues, Materials & Supply Inventories and Equipment Operating Costs: Adams, Antelope, Boyd, Buffalo, Burt, Butler, Clay, Cuming, Custer, Dixon, Dodge, Fillmore, Franklin, Gage, Hall, Harlan, Holt, Kearney, Knox, Merrick, Nance, Platte, Saunders, Thurston, Valley & Washington.

SSAR (STANDARDIZED SYSTEM OF ANNUAL REPORTING)	
Reporting Period	2013 Calendar Year or 2013/2014 Fiscal Year
County	BUTLER
Municipality	ABIE
Status	WAITING FOR ATTACHMENTS

Identify the report you are currently viewing by the above information. For most documents there will be some pertinent information that you will need to input before submitting to NDOR. After doing so click 'Browse' and find the document on your computer, once that document is selected click 'Upload'.

From here you can also 'View' and 'Delete' the documents you have already uploaded into the system. Once all documents are uploaded and you feel the Report is complete hit 'Submit Report' to send to the Board of public Roads Classifications and Standards (NBCS). Township Counties have to include Township Expenditures, Revenues, Material & Supply Inventories, Equipment Inventories and Equipment Operating Costs. Please check back with this webpage periodically to view the status of the Report and any comments from the NBCS.

▶ Bonds
▶ Road-Street-Highway Budget & Expenditure Report
▶ Road and Bridge Contract Report
▶ Road & Streets Financial Report/Local Sales Tax Certification
▶ Material & Supply Inventory Report
▶ Machinery & Equipment Inventory Report
▶ Equipment Cost Report
▶ Certification
▶ Additional Information
▶ Comments

* Bonds

Opening Debt	\$0.00
Amount Issued/Bond Revenue	\$0.00
Redemptions/Debt Servicing	\$0.00
Closing Debt	\$0.00

[Update Bond Information](#)

From NBCS
Forms 1E & 2

Update Bond Information

* Opening Debt	\$	<input type="text" value="0.00"/>
* Amount Issued/Bond Revenue	\$	<input type="text" value="0.00"/>
* Redemptions/Debt Servicing	\$	<input type="text" value="0.00"/>
* Closing Debt	\$	<input type="text" value="0.00"/>

Update

[<< Return to Report](#)

▼ **Road-Street-Highway Budget & Expenditure Report**

Status: **NOT SUBMITTED**

Attached Documents:

No documents attached.

NBCS
Form 1A
thru 1E

[Upload Form](#)

Note: Future improvement funds include building and equipment sinking funds on hand at end of actual fiscal year. Highway and Traffic Police cost cannot be paid from Road \$, but information is needed for Federal Report.

Form Upload
Road-Street-Highway Budget & Expenditure Report
Township counties need to include township expenditures

Actual Fiscal Year Expenditures

* Personal Services	\$	0.00	Current Operations:	
* Operating Expenses	\$	0.00	* General Administration	\$ 0.00
* Supplies and Materials	\$	0.00	* Road Maintenance	\$ 0.00
* Rental Expenses	\$	0.00	* Snow & Ice Removal	\$ 0.00
* Capital Outlays	\$	0.00	* Traffic Control Operations	\$ 0.00
			* Other	\$ 0.00
			Provide Explanation	
			Construction:	
			* Preliminary Engineering	\$ 0.00
			* Right-of-Way	\$ 0.00
			* Construction	\$ 0.00
			* Other	\$ 0.00
			Provide Explanation	
* Debt Servicing	\$	0.00	* Debt Servicing	\$ 0.00
* Total Expenditures (Resources)	\$	0.00	* Total Expenditures (Program)	\$ 0.00
			* Highway & Traffic Police	\$ 0.00
			Grand Total of Expenditures	\$ 0.00
			* Future Improvement Funds	\$ 0.00

* Signed by Highway/Street Superintendent

File Browse... Upload

File must be less than 30 mb and be one of the following formats: pdf, jpg, jpeg, tif, tiff

[Return to Report](#)

Automatic

▼ **Road-Street-Highway Budget & Expenditure Report**

Status: ATTACHED

Attached Documents:

Date Uploaded	Status	
08/07/2013 04:54:11 PM	ATTACHED	View Delete

Form Details

Road-Street-Highway Budget & Expenditure Report

[View File](#)

Township counties need to include township expenditures

Actual Fiscal Year Expenditures

* Personal Services	\$0.00	Current Operations:	
* Operating Expenses	\$0.00	* General Administration	\$0.00
* Supplies and Materials	\$0.00	* Road Maintenance	\$0.00
* Rental Expenses	\$0.00	* Snow & Ice Removal	\$0.00
* Capital Outlays	\$0.00	* Traffic Control Operations	\$0.00
* Debt Servicing	\$0.00	* Other	\$0.00
		Provide Explanation	
		Construction:	
		* Preliminary Engineering	\$0.00
		* Right-of-Way	\$0.00
		* Construction	\$0.00
		* Other	\$0.00
		Provide Explanation	
		* Debt Servicing	\$0.00
<hr/>			
	* Total Expenditures (Resources)		\$0.00
	* Total Expenditures (Program)		\$0.00
	* Highway & Traffic Police		\$0.00
	* Grand Total of Expenditures		\$0.00
	* Future Improvement Funds		\$0.00

* Signed by Highway/Street Superintendent

YES

[<< Return to Report](#)

Note: Counties required to complete and attach.
Municipalities write N/A on the form; upload and
select yes for the 'signed by' question.

NBCS Form
1F -
Counties

Form Upload

Road & Bridge Contract Report

* Number of Contract Projects Complete

0

* Total Dollar Value

\$ 0.00

* Signed by County Board Chairman

File

Browse...

Upload

File must be less than 30 mb and be one of the following formats: pdf, jpg, jpeg, tif, tiff

[<< Return to Report](#)

▼ **Road and Bridge Contract Report**

Status: ATTACHED

Attached Documents:

Date Uploaded	Status	
08/07/2013 08:23:07 PM	ATTACHED	View Delete

Form Details

Road & Bridge Contract Report

[View File](#)

* Number of Contract Projects Complete	0	
* Total Dollar Value		\$0.00
* Signed by County Board Chairman	YES	

File

[<< Return to Report](#)

Note: For this upload you will have to scan the NBCS Form 2 and Local Sales Tax Certification as 'one' document.

▼ Road & Streets Financial Report/Local Sales Tax Certification

Status: **NOT SUBMITTED**

Attached Documents:

No documents attached.

[Upload Form](#)

NBCS Form 2
& Local Sales
Tax
Certification



Form Upload

Road & Streets Financial Report/Local Sales Tax Certification

* Beginning Cash Balance	\$	0.00
* Adjustments (if any)	\$	0.00
Revenues		
* Private Contributions (if any)	\$	0.00
Local Sources		
* Property Taxes and Assessments	\$	0.00
* Local Sales Tax	\$	0.00
* Bond Revenue	\$	0.00
* Occupational Tax	\$	0.00
* In Lieu of Tax	\$	0.00
* Other	\$	0.00
Provide Explanation		
* Total Local Sources	\$	0.00
State Sources		
* Highway User Taxes	\$	0.00
* Quarterly Motor Vehicle Payment	\$	0.00
* Incentives	\$	0.00
* Other	\$	0.00
Provide Explanation		
* Total State Sources	\$	0.00
Federal Sources		
* Federal Highway Administration (FHWA)	\$	0.00
* Forest Service	\$	0.00
* Federal Emergency Management (FEMA)	\$	0.00
* Housing & Urban Development (HUD)	\$	0.00
* Other	\$	0.00
Provide Explanation		
* Total Federal Sources	\$	0.00
* Total Revenue	\$	0.00
* Total Expenditures	\$	0.00
* Ending Cash Balance	\$	0.00
* Signed by Local Officials		

Zero
balance
this first
year.
Automatic
next year

Automatic

Signatures
Required on
sales tax
certification

File Browse...

Upload

File must be less than 30 mb and be one of the following formats: pdf, jpg, jpeg, tif, tiff

[<< Return to Report](#)

▼ **Road & Streets Financial Report/Local Sales Tax Certification**

Status: ATTACHED

Attached Documents:

Date Uploaded	Status	
08/07/2013 08:39:53 PM	ATTACHED	View Delete

Form Details

Road & Streets Financial Report/Local Sales Tax Certification

[View File](#)

* Beginning Cash Balance	\$0.00
* Adjustments (if any)	\$0.00

Revenues

* Private Contributions (if any)	\$0.00
----------------------------------	--------

Local Sources

* Property Taxes and Assessments	\$0.00
* Local Sales Tax	\$0.00
* Bond Revenue	\$0.00
* Occupational Tax	\$0.00
* In Lieu of Tax	\$0.00
* Other	\$0.00

Provide Explanation

* Total Local Sources	\$0.00
-----------------------	--------

State Sources

* Highway User Taxes	\$0.00
* Quarterly Motor Vehicle Payment	\$0.00
* Incentives	\$0.00
* Other	\$0.00

Provide Explanation

* Total State Sources	\$0.00
-----------------------	--------

Federal Sources

* Federal Highway Administration (FHWA)	\$0.00
* Forest Service	\$0.00
* Federal Emergency Management (FEMA)	\$0.00
* Housing & Urban Development (HUD)	\$0.00
* Other	\$0.00

Provide Explanation

* Total Federal Sources	\$0.00
-------------------------	--------

* Total Revenue	\$0.00
* Total Expenditures	\$0.00
* Ending Cash Balance	\$0.00

Signed by Local Officials YES

[<< Return to Report](#)

Note: You must upload the form even if you have no inventory.

NBCS
Form 3

Form Upload

Material & Supply Inventory Report

* Does your Road/Street Dept. have office furniture and equipment?

* Does your Road/Street Dept. have small hand tools?

* Does your Road/Street Dept. have materials and supplies?

File

Browse...

Upload

File must be less than 30 mb and be one of the following formats: pdf, jpg, jpeg, tif, tiff

[<< Return to Report](#)

Note: You must upload the form even if you have no equipment.

NBCS
Form 4

Form Upload

Machinery & Equipment Inventory Report

* Does your Road/Street Dept. have machinery and equipment?

File

Browse...

Upload

File must be less than 30 mb and be one of the following formats: pdf, jpg, jpeg, tif, tiff

[<< Return to Report](#)



Note: Upload form even if you have no equipment.

Form Upload

Equipment Cost Report

* Operating Cost of Machinery and Equipment

\$ 500,000.00

File Browse...

File must be less than 30 mb and be one of the following formats: pdf, jpg, jpeg, tif, tiff

Upload

NBCS Form 5

Form Details

Equipment Cost Report

* Operating Cost of Machinery and Equipment

View File

\$0.00

<< Return to Report

Amount will not show here

NBCS Form 6

Form Upload

Certification

* Signed by Local Officials

* Signatures Attested

* SSAR Report was presented to your governing board on:

File

Browse...

Upload

File must be less than 30 mb and be one of the following formats: pdf, jpg, jpeg, tif, tiff

[<< Return to Report](#)

NOTE: YOU CAN HAVE MORE THAN ONE ATTACHED DOCUMENT. But additional documents do not have to be attached to submit the SSAR.

Form Upload

Additional Documentation

* Description

File

Browse...

Upload

File must be less than 30 mb and be one of the following formats: pdf, jpg, jpeg, tif, tiff

[<< Return to Report](#)

SSAR (STANDARDIZED SYSTEM OF ANNUAL REPORTING)

Reporting Period

2013 Calendar Year or 2013/2014 Fiscal Year

Submit Report

County

BUTLER

Municipality

ABIE

Status

READY TO SUBMIT

Identify the report you are currently viewing by the above information. For most documents there will be some pertinent information after doing so click 'Browse' and find the document on your computer.

From here you can upload documents to the system. Once all documents are uploaded click 'Submit Report' to send to the Board of public Roads. Documents should include Township Expenditures, Revenues, Material & Supply Inventory, etc. Please check back with this webpage periodically for updates on the NBCS.

Submit this report?

Yes

No

▶ **Bond**

▶ **Road-Street-Highway Budget & Expenditure Report**

▶ **Road and Bridge Contract Report**

▶ **Road & Streets Financial Report/Local Sales Tax Certification**

▶ **Material & Supply Inventory Report**

▶ **Machinery & Equipment Inventory Report**

▶ **Equipment Cost Report**

▶ **Certification**

▶ **Additional Information**

▶ **Comments**

All Forms are Uploaded - Superintendent submits SSAR for 2013/2014 - Status 'In Review' - NBCS Staff review begins.

REPORTS & PLANS

To view, delete, upload, or check status of your submissions please choose either 'Municipality' or 'County' and the Reporting Period you would like to search on. For more detail on the report please select the status of that submission.

* Reporting Period 2013 Calendar Year or 2013/2014 Fiscal Year

Entity ☒ Municipality ☐ County

Search

Report Type	County	Municipality	Status
OneAndSix	BUTLER	ABIE	WAITING FOR ATTACHMENTS
SSARS	BUTLER	ABIE	IN REVIEW

NBCS Staff review completed - NBCS Accepts / makes
Recommendations for Changes - Status 'ACCEPTED' –
End of the 2013/2014 SSAR Filing

▼ **Comments**

No comments attached.

May or may not
have comments

REPORTS & PLANS

To view, delete, upload, or check status of your submissions please choose either 'Municipality' or 'County' and the Reporting Period you would like to search on. For more detail on the report please select the status of that submission.

* Reporting Period

2013 Calendar Year or 2013/2014 Fiscal Year

Entity

☐ Municipality

☒ County

Search

Report Type	County	Municipality	Status
OneAndSix	CASS	CASS COUNTY	ACCEPTED
OneAndSix	DODGE	DODGE COUNTY	ACCEPTED
OneAndSix	LANCASTER	LANCASTER COUNTY	ACCEPTED
SSARS	LANCASTER	LANCASTER COUNTY	ACCEPTED
SSARS	CASS	CASS COUNTY	ACCEPTED
SSARS	DODGE	DODGE COUNTY	ACCEPTED

This completes the SSAR Filing
Procedures

Questions ?

Upload OneAndSix

Filing of OneAndSix

Note: A Certification to allow the Superintendent to file the '2014' OneAndSix will not be available until later this year and only after the Certification has been submitted by the Clerk and approved by NBCS Staff

The screenshot displays the 'MY CERTIFICATIONS' section of a web application. On the left is a 'MENU' sidebar with a magnifying glass icon. The menu items are: 'Home', 'Reports & Plans' (with subtext 'Submit your One and Six Year Plan and SSAR'), 'My Certifications' (circled in blue with subtext 'View the Certification of your County Highway/City Street Superintendent appointment'), and 'Update Account' (with subtext 'View/Update your Contact Information'). The main content area is titled 'MY CERTIFICATIONS' and contains a paragraph: 'View all County Highway/City Street Superintendent Certifications of Appointment that have been submitted by the appropriate County/Municipal Clerk by selecting the Appointment of that Certification. If a Certification has not been submitted and you believe it should have been please contact your County/Municipal Clerk.' Below this are two sections: 'Municipal Certifications' and 'County Certifications'. Each section has a light gray box containing the text 'No municipal certifications found.' and 'No county certifications found.' respectively.

MENU

- ▶ Home
- ▶ Reports & Plans
Submit your One and Six Year Plan and SSAR
- ▶ My Certifications
View the Certification of your County Highway/City Street Superintendent appointment
- ▶ Update Account
View/Update your Contact Information

MY CERTIFICATIONS

View all County Highway/City Street Superintendent Certifications of Appointment that have been submitted by the appropriate County/Municipal Clerk by selecting the Appointment of that Certification. If a Certification has not been submitted and you believe it should have been please contact your County/Municipal Clerk.

Municipal Certifications

No municipal certifications found.

County Certifications

No county certifications found.

To begin the Filing of the OneAndSix for 2014 go to 'REPORTS & PLANS' and select the Reporting Period and the Entity (*Municipality or County*). Make sure you select the correct reporting period, for the OneAndSix you will be using 2014 Calendar Year.

REPORTS & PLANS

To view, delete, upload, or check status of your submissions please choose either 'Municipality' or 'County' and the Reporting Period you would like to search on. For more detail on the report please select the status of that submission.

* Reporting Period: 2014 Calendar Year or 2014/2015 Fiscal Year ▼

Entity: ☒ Municipality ☐ County

Search

Report Type	County	Municipality	Status
SSARS	MERRICK	CENTRAL CITY	IN REVIEW
SSARS	DAWES	CHADRON	WAITING FOR ATTACHMENTS
SSARS	SHERIDAN	CLINTON	IN REVIEW
OneAndSix	MERRICK	CENTRAL CITY	WAITING FOR ATTACHMENTS
OneAndSix	DAWES	CHADRON	WAITING FOR ATTACHMENTS
OneAndSix	SHERIDAN	CLINTON	WAITING FOR ATTACHMENTS

Note: The following Township Counties will have to include projects on Township roads:

Adams, Antelope, Boyd, Buffalo, Burt, Butler, Clay, Cuming, Custer, Dixon, Dodge, Fillmore, Franklin, Gage, Hall, Harlan, Holt, Kearney, Knox, Merrick, Nance, Platte, Saunders, Thurston, Valley & Washington.



ONE AND SIX REPORT

Reporting Period	2013 Calendar Year or 2012/2013 Fiscal Year
County	BUTLER
Municipality	ABIE
Status	WAITING FOR ATTACHMENTS

Identify the report you are currently viewing by the above information. For most documents there will be some pertinent information that you will need to input before submitting to NDOR. After doing so click 'Browse' and find the document on your computer, once that document is selected click 'Upload'.

From here you can also 'View' and 'Delete' the documents you have already uploaded into the system. Once all documents are uploaded and you feel the Report is complete hit 'Submit Report' to send to the Board of public Roads Classifications and Standards (NBCS). Township Counties have to include Township Expenditures, Revenues, Material & Supply Inventories, Equipment Inventories and Equipment Operating Costs. Please check back with this webpage periodically to view the status of the Report and any comments from the NBCS.

Forms

- ▶ Form 11
- ▶ Form 8
- ▶ Form 9
- ▶ Form 7
- ▶ Location Map
- ▶ Proof of Posting
- ▶ Proof of Publication
- ▶ Date Public Hearing Held
- ▶ Statement of Change
- ▶ Resolution of Adoption
- ▶ Additional Information
- ▶ Comments

Form Upload

Form 11

* # of Projects Completed	<input type="text" value="0"/>
* # of Projects Delayed	<input type="text" value="0"/>
* # of Projects Deleted	<input type="text" value="0"/>
* # of Projects added by Revision	<input type="text" value="0"/>
* Total Estimated Cost of Projects Completed	\$ <input type="text" value="0.00"/>
* # of Grading and Gravel Miles	<input type="text" value="0"/>
* # of Armor Coat Miles	<input type="text" value="0"/>
* # of Asphalt or Bituminous Miles	<input type="text" value="0"/>
* # of Concrete Miles	<input type="text" value="0"/>
* # of Projects with Sidewalks	<input type="text" value="0"/>
* # of Projects with Roadway Lighting	<input type="text" value="0"/>
* # of Bridges & Bridge-Sized Culverts (HL93 Design Loading or a Relaxation Required)	<input type="text" value="0"/>
* # of Non-Bridge-Sized Structure & Culverts (HL93 Design Loading or a Relaxation Required)	<input type="text" value="0"/>
* # of Projects on Minimum Maintenance Roads (Relaxation of Standards Required)	<input type="text" value="0"/>
* # of Low Water Crossing Projects on Local Roads (Relaxation of Standards Required)	<input type="text" value="0"/>
* # of Projects on Remote Residential Roads (Relaxation of Standards Required)	<input type="text" value="0"/>
* Highway Allocation Funds Relinquished to County	<input type="text" value="0"/>
* Highway Allocation Funds Relinquished to County Amount	\$ <input type="text" value="0.00"/>

File

Browse...

Upload

Accepted file formats: pdf, jpg, jpeg, tif, tiff

Form Upload

Form 8

* Total # of Projects	<input type="text" value="0"/>
* Total Estimated Cost	\$ <input type="text" value="0.00"/>
* # of Grading and Gravel Miles	<input type="text" value="0"/>
* # of Armor Coat Miles	<input type="text" value="0"/>
* # of Asphalt or Bituminous Miles	<input type="text" value="0"/>
* # of Concrete Miles	<input type="text" value="0"/>
* # of Projects with Sidewalks	<input type="text" value="0"/>
* # of Projects with Roadway Lighting	<input type="text" value="0"/>
* # of Projects that require a Relaxation of Minimum Design Standards	<input type="text" value="0"/>
* # of Projects that require a Relaxation of Minimum Construction Standards	<input type="text" value="0"/>
* # of Bridges & Bridge-Sized Culverts (HL93 Design Loading or a Relaxation Required)	<input type="text" value="0"/>
* # of Non-Bridge-Sized Structure & Culverts (HL93 Design Loading or a Relaxation Required)	<input type="text" value="0"/>
* # of Projects on Minimum Maintenance Roads (Relaxation of Standards Required)	<input type="text" value="0"/>
* # of Low Water Crossing Projects on Local Roads (Relaxation of Standards Required)	<input type="text" value="0"/>
* # of Projects on Remote Residential Roads (Relaxation of Standards Required)	<input type="text" value="0"/>
* Highway Allocation Funds Relinquished to County	<input type="text" value="0"/>
* Highway Allocation Funds Relinquished to County Amount	\$ <input type="text" value="0.00"/>
* One Year Plan Maintenance Only	<input type="text" value="0"/>

File

Browse...

Upload

File must be less than 30 mb and be one of the following formats: pdf, jpg, jpeg, tif, tiff

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Form Upload

Form 9

* Total # of Projects	<input type="text" value="0"/>
* Total Estimated Cost	\$ <input type="text" value="0.00"/>
* # of Grading and Gravel Miles	<input type="text" value="0"/>
* # of Armor Coat Miles	<input type="text" value="0"/>
* # of Asphalt or Bituminous Miles	<input type="text" value="0"/>
* # of Concrete Miles	<input type="text" value="0"/>
* # of Projects with Sidewalks	<input type="text" value="0"/>
* # of Projects with Roadway Lighting	<input type="text" value="0"/>
* # of Projects that require a Relaxation of Minimum Design Standards	<input type="text" value="0"/>
* # of Projects that require a Relaxation of Minimum Construction Standards	<input type="text" value="0"/>
* # of Bridges & Bridge-Sized Culverts (HL93 Design Loading or a Relaxation Required)	<input type="text" value="0"/>
* # of Non-Bridge-Sized Structure & Culverts (HL93 Design Loading or a Relaxation Required)	<input type="text" value="0"/>
* # of Projects on Minimum Maintenance Roads (Relaxation of Standards Required)	<input type="text" value="0"/>
* # of Low Water Crossing Projects on Local Roads (Relaxation of Standards Required)	<input type="text" value="0"/>
* # of Projects on Remote Residential Roads (Relaxation of Standards Required)	<input type="text" value="0"/>
* Highway Allocation Funds Relinquished to County	<input type="text" value=""/>
* Highway Allocation Funds Relinquished to County Amount	\$ <input type="text" value="0.00"/>
* Six Year Plan Maintenance Only	<input type="text" value=""/>

File

File must be less than 30 mb and be one of the following formats: pdf, jpg, jpeg, tif, tiff

Form Upload

Form 7

File

Browse...

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File must be less than 30 mb and be one of the following formats: pdf, jpg, jpeg, tif, tiff

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Note: **You must attach a copy of the Nebraska State Functional Classification Map and Project Location Map(s) if they are not one and the same.**

Important

You can download the State Functional Classification Map from the NDOR website.

Form Upload

Location Map

* NE State Functional Classification Map

* Project Location Map(s)

File

Browse...

Upload

File must be less than 30 mb and be one of the following formats: pdf, jpg, jpeg, tif, tiff

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NOTE: YOU CAN LOAD EACH MAP SEPERATELY, CICKING YES AND ENTERING TOTAL NUMBER OF MAPS WITH EACH UPLOAD.

▼ Location Map

Status: NOT SUBMITTED

Attached Documents:

Date Uploaded	Status	
08/07/2013 06:23:40 PM		View Delete
08/07/2013 06:23:09 PM		View Delete
08/07/2013 06:20:53 PM		View Delete

[Upload Form](#)

NOTE: IF YOU DID NOT POST THE NOTICE OF THE HEARING IN AT LEAST 3 PLACES AND AT LEAST 10 DAYS IN ADVANCE YOU CANNOT FILE THE OneAndSix AND MUST START THE PROCESS OVER.

Form Upload

Proof of Posting

- Posted in 3 Places must be YES to upload.
- Posted 10 Days in Advance must be YES to upload

* Posted in 3 Places

No ▾

* Posted 10 Days in Advance

No ▾

File

Browse...

Upload

File must be less than 30 mb and be one of the following formats: pdf, jpg, jpeg, tif, tiff

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NOTE: IF YOU DID NOT PUBLISH THE NOTICE OF THE HEARING IN AT LEAST 10 DAYS IN ADVANCE YOU CANNOT FILE THE OneAndSix AND MUST START THE PROCESS OVER.

THERE IS A TYPO - 'POSTED' SHOULD BE 'PUBLISHED'

Form Upload

Proof of Publication

- **Posted 10 Days in Advance must be YES to upload.**

*Posted 10 Days in Advance

No ▾

* Name of Newspaper Used

BUTLER COUNTY

File

Browse...

Upload

File must be less than 30 mb and be one of the following formats: pdf, jpg, jpeg, tif, tiff

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NOTE: IF THE DATE THE PUBLIC HEARING WAS HELD DOES NOT MATCH THE DATE ON THE POSTING AND IN THE PROOF OF PUBLICATION YOUR OneAndSix WILL BE REJECTED AND YOU WILL HAVE TO START THE PROCESS OVER.

▼ Date Public Hearing Held

Date Public Hearing Held	2/1/2014
--------------------------	----------

Update Date Public Hearing Held

Currently, once date is entered it can not be changed (to be fixed soon).

**NOTE: IF CHANGES WERE MADE AS A RESULT OF THE PUBLIC HEARING
YOU MUST ATTACH A SIGNED STATEMENT OF THOSE CHANGES.**

Form Upload

Statement of Change

* Change Made as a result of the Hearing Yes ▾

File

File must be less than 30 mb and be one of the following formats: pdf, jpg, jpeg, tif, tiff

[<< Return to Report](#)

**IF NO CHANGES WERE MADE YOU MUST ATTACH A SIGNED STATEMENT THAT “NO”
CHANGES WERE MADE AS A RESULT OF THE PUBLIC HEARING’**

Form Upload

Statement of Change

• Please attach a file to upload.

* Change Made as a result of the Hearing No ▾

File

File must be less than 30 mb and be one of the following formats: pdf, jpg, jpeg, tif, tiff

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Still need to attach statement saying: “no changes made”

Form Upload

Resolution of Adoption

* Signed by Clerk

* Signed by Chairperson

File

Browse...

Upload

File must be less than 30 mb and be one of the following formats: pdf, jpg, jpeg, tif, tiff

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NOTE: YOU CAN HAVE MORE THAN ONE ATTACHED DOCUMENT. Additional Documents do not have to be attached to submit the OneAndSix.

Form Upload

Additional Documentation

* Description

File

Browse...

Upload

File must be less than 30 mb and be one of the following formats: pdf, jpg, jpeg, tif, tiff

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All Forms are uploaded - Superintendent submits OneAndSix for 2014 - Status '**IN REVIEW**' - NBCS Staff review begins.

REPORTS & PLANS

To view, delete, upload, or check status of your submissions please choose either 'Municipality' or 'County' and the Reporting Period you would like to search on. For more detail on the report please select the status of that submission.

* Reporting Period

2014 Calendar Year or 2014/2015 Fiscal Year ▼

Entity

☒ Municipality

☐ County

Search

Report Type	County	Municipality	Status
SSARS	MERRICK	CENTRAL CITY	<u>IN REVIEW</u>
SSARS	DAWES	CHADRON	<u>WAITING FOR ATTACHMENTS</u>
SSARS	SHERIDAN	CLINTON	<u>IN REVIEW</u>
OneAndSix	MERRICK	CENTRAL CITY	<u>WAITING FOR ATTACHMENTS</u>
OneAndSix	DAWES	CHADRON	<u>WAITING FOR ATTACHMENTS</u>
OneAndSix	SHERIDAN	CLINTON	<u>WAITING FOR ATTACHMENTS</u>

NBCS Staff review complete - NBCS Accepts / makes
Recommendation for Change - Status 'ACCEPTED' –
End of the 2014 OneAndSix Filing.

▼ Comments

No comments attached.

May or may not have comments

REPORTS & PLANS

To view, delete, upload, or check status of your submissions please choose either 'Municipality' or 'County' and the Reporting Period you would like to search on. For more detail on the report please select the status of that submission.

* Reporting Period

2014 Calendar Year or 2014/2015 Fiscal Year ▼

Entity

☐ Municipality

☒ County

Search

Report Type	County	Municipality	Status
OneAndSix	CASS	CASS COUNTY	ACCEPTED
OneAndSix	DODGE	DODGE COUNTY	ACCEPTED
OneAndSix	LANCASTER	LANCASTER COUNTY	ACCEPTED
SSARS	LANCASTER	LANCASTER COUNTY	ACCEPTED
SSARS	CASS	CASS COUNTY	ACCEPTED
SSARS	DODGE	DODGE COUNTY	ACCEPTED

REVISION OF ONE-YEAR PLAN

- To add or change a One-Year Plan project, or to advance a Six-Year Plan project to the One-Year Plan, the following documentation must be submitted by mail:
 - NBCS Form 10
 - Copy of Resolution of Adoption, signed by proper officials
 - A State Functional Classification Map showing the location of the project

This completes the OneAndSix
Filing Procedures

-End of Part 3-

Questions ?

Part 4

Miscellaneous Information

Update your Account information with the OCIO

To reset your password or to update your **OCIO** account information:

Go to the Login page



The image shows the login page for the Nebraska Enterprise Content Management Portal. At the top left is the Great Seal of the State of Nebraska, featuring a landscape with a river, a plow, and a sheaf of wheat, with the text "GREAT SEAL OF THE STATE OF NEBRASKA" and "MARCH 1st 1867". To the right of the seal, the text "NEBRASKA ENTERPRISE CONTENT MANAGEMENT PORTAL" is displayed in large, white, serif capital letters. Below this, in a dark blue banner, is the text "Department of Roads: Boards-Liaison Services" in white. The main content area is white and contains two sections: "LOGIN" and "NEW USERS". The "LOGIN" section has a "User Name" label above a text input field, a "Password" label above another text input field, and a "Login" button below them. Below the login fields are two links: "Reset Password (Non-State Employees)" and "Update User Account Information (Non-State Employees)", both of which are circled in red. The "NEW USERS" section has a paragraph of text: "If you are a first time user and have not yet registered for an account, click the link below and follow the instructions" followed by a link "Register Here (Non-State Employees)". At the bottom of the page is a disclaimer: "THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION....."

**NEBRASKA ENTERPRISE
CONTENT MANAGEMENT PORTAL**

Department of Roads: Boards-Liaison Services

LOGIN

User Name

Password

Login

[Reset Password \(Non-State Employees\)](#)

[Update User Account Information \(Non-State Employees\)](#)

NEW USERS

If you are a first time user and have not yet registered for an account, click the link below and follow the instructions
[Register Here \(Non-State Employees\)](#)

THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION.....

Frequently Asked Questions

The plan is to eventually have a list of Frequently Asked Questions that will be available on both NE-LTAP and NDOR websites.

Questions & Comments

– *Anyone* –

Thanks for Attending

